

## REQUEST TO PUBLISH

### The Petroleum Museum's Library & Archives Center

The Petroleum Museum's Library & Archives Center supplies an image in the requested format for one-time use only and for the purpose listed in the "intended use" section of this form. Any additional use, such as an end paper or dust jacket on a book or as any other advertisement, constitutes a separate use and requires filling out a separate Request to Publish Form. Additionally, any subsequent edition reissue, translation, etc, in any medium constitutes reuse and must be applied for in writing. There is a reuse fee.

When completed, submit this form to: Library & Archives Center, The Petroleum Museum, 1500 I-20 W, Midland, TX 79701 Phone: (432) 683-4403 Fax: (432) 683-4509

#### CREDIT GUIDELINES

The following credit line must be displayed with an image: "Photo courtesy of The Petroleum Museum, [Name of] Collection, [Photographer]."

The Petroleum Museum will provide the name of the collection and the photographer, if available.

#### PUBLICATION AGREEMENT

1. The requester may not reproduce copies of the image(s) nor grant other parties permission to create reproductions or facsimiles of the image(s).
2. The Petroleum Museum does not grant the requester exclusive use through this contract and retains its rights to publish and/or grant permissions to others.
3. Use fees cover non-exclusive, one time use only and are to be paid in advance. These fees are assessed in addition to any duplication costs and are separate from any fees that may be assessed by the copyright owners if The Petroleum Museum does not own the copyright or if the material is not in the public domain.
4. Manipulation of the images is subject to restrictions. Resizing, rotating and/or minor color corrections are allowed. However, for any manipulation affecting the image composition, the requester must have prior approval from The Petroleum Museum.
5. In granting permission to publish, The Petroleum Museum claims no right beyond ownership of the material and assumes no responsibility for infringement of copyright and/or publication rights held by others. The requester must secure permission from the copyright owners.
6. A copy of the publication is appreciated but not required.

STATEMENT OF INTENDED USE

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Organization: \_\_\_\_\_ Federal ID#: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_  
 Email: \_\_\_\_\_

USE OF REQUESTED MATERIAL

Book  CD-ROM  Magazine/Newspaper  Scholarly Journal  Video/DVD  
 Dissertation/thesis  Non-broadcast Documentary  
 Promotional Material  Other Please specify: \_\_\_\_\_  
 Television:  Commercial  Public Television  
            Broadcast only  Broadcast & home video/DVD  Broadcast & all media  
 Brochure/Catalog: Image size  ¼ pg.  ½ pg.  ¾ pg.  Full pg.  Cover  
 Online/Web site:  up to 1 year  1-5 years  5-10 years  
 Exhibition:  Temporary  Traveling  Permanent

Title/Description: \_\_\_\_\_  
 Author/Producer: \_\_\_\_\_  
 Publisher/Production Co.: \_\_\_\_\_  
 Publication/Broadcast/Opening Date: \_\_\_\_\_  
 Images:  B/W  Color  
 Placement:  Interior  Jacket/Cover:  Full  Composite Other: \_\_\_\_\_  
 Print Run/Circulation: \_\_\_\_\_  
 Territory:  North America  Worldwide Languages:  Single  Two or more  
 Editions:  First use  Reuse

---

I have read the above statements. I will make no use other than that described in this contract. I also assume sole responsibility for infringement of copyright, right of publicity, invasion of privacy and/or other rights pertaining to this material, and I indemnify and hold harmless The Petroleum Museum against all suits, claims, actions and expenses arising out of the use of the material.

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach a completed Photo Duplication Order Form about materials requested and formatting.